1943-48

A CLASS

**File No.** 3130/36 II

P.N. **DEPARTMENT**

E **BRANCH**

**Subject:—** Cadre
Divisional Accountants
Method of Recruitment
and training and fixation
of pay etc.

A [K] 1948

V

E

**File No.** 3130/36 II

Ed. Secrt. Stg. 21 A

Std. Sectt. 78A e.

G R., G D., No 2408, dated 22-5-22.]

Correspondence

# DOCKET SHEET (B)

*Subject :—*

**File No.** 3130/30 PT.

P.W **DEPT.**

E **BRANCH.**

*References :—*

Copies from original file A[5] pages are supplied to this Region.

| Date. | To whom sent. | Notes and instructions. |
|---|---|---|
| | | |

Copy of letter No. 1633 NGE/203/43, dated Simla 31-8-1943 from the Auditor General, to the Accountant General, Bombay, regarding fixation of relative seniority of the S.A.S. passed clerks vis-a-vis the S.A.S. passed Divisional Accountants in the waiting list for promotion to the S.A.S.

.....

According to para. 143 of the Audotor General's Manual of standing order service as Accounts clerk in a divisional or sub-divisional office of the P.W.D. is taken into account in fixing the seniority of an S.A.S. passed divisional accountant in the waiting list for promotion to the Subordinate accounts service. The Auditor General has, however, noticed that there is no separate cadre of accounts clerk in the Telegraph Engineering divisional offices and in the P.W. Divisional and sub-divisional offices in certain provinces and so neither the service book nor any other regular record contain authoritative information regarding the pefiod or periods of service rendered as an accounts clerk by a potential S.A.S. man. He, therefore, desires that in those provinces and Telegraph Engineering Divisional offices where the required information is, at present, not noted in the service books of the clerks concerned, you should suggest to your respective Govts. that if a separate cadre of accounts clerks is not possible, the information should be recorded in t the service Book.

2. (The Auditor General has decided that the Madras practice may remain as it is.).

( ) for A.G. Madras, only.

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Copy of letter No. WME/1425, dated the 18th September 1943 from the Accountant General, Bombay, to the Secretary to the Govt., Public Works Department, regarding service as accounts clerk in Divisional and sub-divisional offices.

.....

I have the honour to forward herewith a copy of letter No. 1633 NGE/203/43, dated 31-8-1943 from the Audditor General

of ...

of India, for information of Government and to state as under:-

2. The service rendered as an accounts clerk in a Divisional and Sub-divisional office is one of the factors taken into account in fixing the relative seniority of S.A.S. passed to clerks and S.A.S. passed clerks and S.A.S. passed Divisional Accountants. Similarly under the new system for recruitment of Divisional Accountants, vide Govt. of Bombay, Public Works Department, endorsement No. 3130/36-E, dated 27-3-1943, experience as accounts clerk is very important and questions of fixing seniority between audit office clerks and Public Works Department clerks are likely to crop up frequently. As however, there is no separate cadre of accounts clerks in Public Works Divisions of the province, the information regarding service as accounts clerks is not available in the service books of the persons concerned. From enquiries made of some Executive Engineers it appears that the required information is usually given with reference to office orders regarding allotment of duties, attendance registers and the annual qualification reports of the clerks. The above record is not quite authenticated and cannot be considered suitable for the purpose as it may not be forthcoming when the question of fixing the relative seniority of persons concerned actually arises.

3. I would therefore request that, if Government see no objection, orders may kindly be issued that the accounts branch should be treated a separate branch with definite allotment of duties and that the information regarding the service in the accounts branch should be recorded in the service books of the graduate clerks working in the Public Works Department Divisional and Sub-divisional offices as they only stand a chance of becoming Divisional Accountants after passing the Divisional Test. The entry is not necessary in the case of non-graduate clerks or of graduate clerks who are above 33 years of age unless they have been already selected by this office for the Divisional Accountants training before attaining that age.

.....

No .....

No. 3130/36-E.
Public Works Department.
Bombay Castle, 2nd March 1944.

Copies forwarded with reference to Government Memorandum No. 3130/36-E, dated the 27th March 1943 to -

the Finance Department,

the Superintending Engineers of Circles,

the Electrical Engineer to Government,

the Consulting Public Health Engineer to Government,

the Executive Engineers of Divisions.

2. Service rendered as accounts clerks in Divisional and sub-divisional offices should be recorded in the service books of the Public Works Department clerks who are eligible for recruitment to the cadre of Divisional Accountants according to the rules issued with the Government Memorandum quoted above. This information is required in connection with the fixation of relative seniority of the S.A.S. passed clerks vis-a-vis the S.A.S. passed Divisional Accountants on the waiting list for promotion to the S.A.S. The relative seniority of recruits to the Divisional Accountants' cadre will be governed by rule 7 of the rules mentioned above.

By order of the Governor of Bombay,

Sd. F.R. Phillips,

Deputy Secretary to the Government of Bombay,
Public Works Department.

.....

Copies to the Accountant General, Bombay.

Copy of letter No . 2076-NGE/K.W.446-38, dated 17-10-45, from the office of the Auditor General of India, to All Civil Accountants General and Comptrollers.

Subject:- Methos of recruitment of the cadre of Divisional Accountants.

I have the honour to convey the following orders of the Auditor General on the above subject in partial modification of the orders contained in this office letters No. 1018-NGE/446-38, dated the 7th June, 1940, and No. 77-NGE/446-38, dated 20th January, 1948.

2. To ensure that the men who are initially selected for training as Divisional Accountants have the necessary intellectual equipment for receiving such training, the Auditor General has decided that selection of candidates from all the three marginally* noted sources in the prescribed proportions shouls be made by a competitive and qualifying test which will be called the initial Recruitment Ex-amination for Divisional Accountants, for which the subjects and the minimum marks qualifying for a pass will be as follows:-

* 1. P.W.D. Accounts Clerks.
2. Upper Divisional clerks of the Audit office.
3. Direct recruits including War Service candidates.

| Subject. | Maximum marks. | Minimum required for passing. | Percentage |
|---|---|---|---|
| Essay or Prices and Draft. | 150 | 75 | |
| Elementary Book-keeping. | 150 | 75 | |
| Arithmetic and Mensuration (Elementary but practical). | 200 | 133 | |
| Total | 500 | 300 | 60% |

From .....

From among those who qualify in the examination, candidates will be selected in order of merit to fill vacancies reserved for the different groups. No candidate will be allowed to sit for the Initial Recruitment Examination more than twice. As this is a competitive examination, no candidates will be excempted except the S.A.S. passed clerks of the ordinary Branch who will be selected as Divisional Accountants on the basis of their record of work to the extent thought expedient in the interests of the office in preference to ordinary Upper Division clerks. The munimum educational standard required in the case of the Upper Division clerks and the direct recruits who are no "war service" candidates will be a degree. In respect of "war service" candidates the munimum educational qualification will be that prescribed by the Central Government for them. The standard required of P.W.D. Accounts clerks will be that agreed from time to time between the Accountant General and the Provincial Government, a thoroughly satisfactory record of service in a P.W.D. office compensating for educational shortcomings.

3. The selected candidates will be required to undergo the prescribed training in the Audit office/and/or P.W. Divisional offices before they appear in the Divisional Test. The subjects for the test and the munimum marks qualifying for a pass will be as follows:-

| Subject. | Maximum marks. | Minimum required to pass. |
|---|---|---|
| 1. P.W. Accounts and Procedure. | 150 | 99 |
| 2. Viva Voce on (1) above. | 150 | 99 |
| Total. | 300 | 198 |

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The syllabus will continue to be that prescribed in paragraph 257 of the Auditor General's Manual of Standing orders. The S.A.S. passed clerks (Ordinary Branch) will be required to appear in the viva voce part of the Divisional Test only. Necessary corrections to Chapter VII of the Auditor General's Manual of Standing orders will issue in due course.

True copy

Sd/-

S. Supdt. Wks.

No.WME/3027 Bombay, the 6th November 1945

From

E.R.Seshu Ayyar, Esq., C.I.E.,
Accountant General, Bombay.

To

The Secretary to Government,
Public Works Department,
Bombay.

Subject:- Method of recruitment to the cadre of Divisional Accountants.

Sir,

I have the honour to invite a reference to Government endorsement No. 3130/36-E, dated 27-3-1943, forwarding for the information of all officers concerned a new set of Rules for the Recruitment of P.W.Divisional Accountants and to state that the Auditor General has now in his letter No. 2076-NGE/K.W.446/38, dated 17-10-1945, made certain modifications to the Rules. I enclose a copy of his letter and request that the new rules may be adopted and circulated for general information.

2. As regards the minimum educational standard required for P.W.D. Accounts clerks, I would request you to move Government to prescribed the same standard for the P.W.D. clerks as is required for the audit office clerks i.e., a Pass degree,and to authorise the Accountant General to relax that rule in the cases of candidates of lower qualifications who have completed no less than 3 years of service in the Accounts - Branch of a Divisional or sub-Divisional office and who are strongly recommended by the Superintending Engineers on account of their thoroughly satisfactary records of service.

3. Early orders of Government are requested so that the first Initial Recruitment Examination may be held early next year i.e. in April 1946.

Your obedient servant,

Accountant General.

3130/36/37217 - 54 -

(Below copies of letter from the A .G., Bombay No. WME/3027 dt. 6-11-45 and its accompts.).

Very Urgent:
No. 3130/36-E(II).

P.W.D.;
B.C., 15th Dec. 1945.

Copies forwarded, to -

the S.Es. of Circles, (except the S.E.P.C.)

the El. Engr. to Govt.

the P.H.E. to Govt,

for favour of report with reference to G.E. No. 3130/36-E dt. 27-3-43.

2. The report should reach Govt. by the 1st of January 1946.

By order of the Governor of Bombay,

Copy forwarded to the A.G., Bombay, for information.

Id/- 11/12/45 Id/- 12/12/45

Id/- 12/12/45

Letter.

To

The Secretary to Government,
Public Works Department,
Bombay.

No. G.R.31(f). Public Works Department,
Belgaum, 22nd December 1945.

Subject:- Method of recruitment of the cadre of Divisional Accountants.

Reference:- Government Endorsement No. 3130/36-E(II) dated the 15th December 1945.

From para 2 of the Auditor General's letter No. 2076. N.G.E./K.W./446-38 dated the 17th October 1945, it is seen that the S.A.S. passed clerks in the Accountant General's office will be selected as Divisional Accountants on the basis of their record of work without being required to pass the Initial Recruitment Examination which has now been newly introduced by the Auditor General to ensure that men who are initially selected for training as Divisional Accountants have the necessary intellectual equipment for receiving such training. If they are to be exempted because of their higher qualification, the P.W.D. clerks too for whom higher educational qualifications have now been prescribed should have, in fairness, the same concession in view of their long experience of work in the Divisional and Sub-Divisional offices. Besides, the Examination has been prescribed as a competitive and qualifying test in which the fitness or otherwise of the clerks for receiving training would be proved and all alike should be required to appear for and pass the Initial Recruitment Examination before they are selected for training as Divisional Accountants. Exemption to S.A.S. clerks from appearing for the examination would mean their appointment as Divisiona Accountants as a matter of course, which would seriously prefudice the propects of the P.W.D. clerks, kindly vide

Government .....

Government Memorandum No. 9646/27-E dated the 17th March 1938 and the subsequent correspondence thereon.

2. As for the Accountant General, Bombay's suggestion in para 2 of his letter No. W.M.E./3927 dated the 6th November 1945, to prescribe pass degree as the standard for P.W.D. clerks, there is no objection to do this provided the Superintending Engineers is authorised to relax this rule in the case of really deserving clerks wih lower qualifications who have a thoroughly satisfactory record of service of 3 years and over. The Accountant General was asked for this authority for himself but it would appear desirable that it should rest with the Superintending Engineer for the following reasons:-

(a) An Officer of this Department under whom the clerks are serving will be in a better position to observe in the course of their work, their fitness and capacity to receive training for Divisional Accountants. As such his considered opinion about a clerk ought to hold good

and

(b) In the course of the last three years when the new Rules of Recruitment have been in force since 1st May 1943 the Accountant General selected for training only Graduate clerks from this Department except in one single case where a non-graduate clerk was selected presumably because he belonged to a Backward class. There were other non-graduate clerks recommended by this office for training but none was selected by the Accountant General which shows that the protection afforded to non-graduate clerks in this Department according to Rule 9 ibid has not been fully given effect. When the Superintending Engineer has the authority to relax the rule, he is in a better position to safr-guard the interests of this Department clerks in the matter of their representation in the Divisional Accountants' service.

For disposal pl. See Serial No. 86. Sd/- 21/12

Sd/- 21/11/46

Superintending Engineer, S.C.

Copy of letter No. 60-NGE/KW-446-38 dated 16th Jan. 1946 from the Auditor General of India, Simla to all the Accountant Generals and Comptrollers.

Subject:- Method of recruitment to the cadre of Divisional Accountants.

In continuation of the Auditor General's letter No. 2076-NGE/446-38 dated the 17th October 1945 on the subject indicated above, I have the honour to state that the Auditor General has issued the following instructions in connections with the Initial recruitment Examination for th Divisional Accountants:-

a) The examination will be connected locally by the Accountant General and Comptrollers at such intervals as may be considere necessary.

b) The publicity to the Examination may be given by an advertisement in the Press and in the Gazette of India and/or Provincial Gazette as may be found expediet.

c) No. initial interview by a Selection Board is necessary as the Examination is competitive.

d) It is not intended that the candidates who have already been selected for training should now be made to appear in the recruitment examination. These candidates should after training take the divisional test Examination prescribed in the Auditor General's letter No. 77-NGE/446-33 dated 29-1-43.

e) A fee of Rs. 7-8-0 to be recovered from each candidate has been recommended to the Government of India- Their orders are awaited and will be communicated to you in due course. In the meanwhile a provisional fee of Rs. 7-8-0 may be charged from each dandidate taking up the next examination.

f) The syllabus of the Examination will be follows:-

1) Essay or Precis and Draft:- The standard should be the same as the Examination for Grade A of the Unified Scale of pay.

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2) Elementary Book-Keeping:- the syllabus for this paper should be the same as for Commercial Book-Keeping paper prescribed in Auditor General's letter No. 77-NGE/446-38 dated 20-1-43 for the Divisional Test Examination. The only change is that this paper in book keeping has been removed from the Divisional Test Examination and included in the Initial Recruitment Examination.

3) Arithmatic and Mensuration :- As these subjects are usually taught in High Schools, the standard should be the same as those prescribed for the Matriculation or the School leaving certificate examination in the several provinces. The book Mensuration for Indian Schools and Colleges Part I by Pierpoint has been prescribed as representing the standard expected of the candidates in this examination.

g) As the examination is a competitive one no exemption from appearing in any subject will be granted in any case.

2. On the completion of the Examination one list of successful candidated by order of merit should be prepared. From this list the required number of candidates from each of the three sources viz.(i) P.W.D.Accounts clerks (ii) Upper division clerks of the audit office and (iii) Direct Recruits, should be selected according to merit. If this selection does not give the candidates in the prescribed communal proportions, the communal inequality should be set right in the following manner. If say it is found that in the candidates selected there is a deficiency of one Muslim and an excess of one Hindu, the first Muslim in the list who has not been selected already should be selected. If this candidate is say a direct recruit the last selected Hindu candidate among direct recruits should be discarded.

3. War service candidates will not be required to appear in the Initial Recruitment Examination. The orders regarding the method of their recruitment to the Divisional Accountants Service Cadre and their minimum educational qualifications are under the consideration of the Government of India and will be communicated to you later.

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No. WME/3541. Office of the Accountant General.
Bombay, the 29th January 1946.

To

The Secretary to Govt.
Public Works Department,
Bombay.

Subject:- Method of recruitment to the cadre of Divisional Accountants.

Sir,

In continuation of this office letter No. WME/3027 dated 6-11-1945, I have the honour to forward herewith a copy of the Auditor General's letter No. 60-NGE/KW 446-38 dated 16-1-1946 containing instructions in connection with the Initial Recruitment Examination for the Divisional Accountants and to request that these instructions may be included in the new rules to be adopted and curculated for general information.

Your obedient servant,

Sd/-
DY. ACCOUNTANT GENERAL.

No. 3130/36-E(II). Public Works Department,
Bombay Castle, 30th March 1946.

To

The Accountant General, Bombay.

Subject:- Method of Recruitment to the cadre of Divisional Accountants.

Reference: Correspondence ending with your letter No. WME/3541, dated the 29th January 1946.

2. Government has no objection to adopting and circulating for general information the new rules proposed by the Auditor General of India.

3. In paragraph 9 of Recruitment Rules for Divisional Accountants forwarded under Government Endorsement No. 3130/36-E, dated the 27th March 1943, Government, in order to safeguard the interests of Public Works Department clerks, has given an assurance that non-graduate clerks of the Public Works Department who are in permanent service on 1st May 1943 will be given permission to appear for the Divisional Test, provided they are otherwise qualified to hold the posts of Divisional Accountants. It will, therefore be wrong to go back on this assurance. In the circumstances Government, cannot, it is regretted, agree to your suggestion that the minimum educational standard for the Public Works Department Accounts clerks should be a pass degree and that you should be authorised to relax the rule in the case of candidates possessing lower qualifications.

4. It is presumed that you will give due publicity to the Initial Recruitment Examination as desired by paragraph 9(b) of the letter No. 60-N.G.E./KW-446-38, dated the 16th January 1946, from the Auditor General of India. As a fee of Rs. 7-8-0 is to be recovered from each candidate, it seems that no extra cost will be involved to Government in carrying out the Initial Examination. Please confirm the presumptions.

5. The intention of paragraph 2 of letter No. 60-N.G.E./K.W. 446.38, dated the 16th January 1946, from the Auditor General

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of India, it seems, is to secure compliance with the communal ratios prescribed by the Government of India for recruitment to the Central Service. As no such ratios have so far been prescribed for recruitment of Divisional Accountants, Government is not desirous of making a departure from this procedure. Paragraph 2 of the Auditor General's letter quoted above will not, therefore, be communicated to the local officers of this Department.

6. The set of new Rules for the Recruitment of Public Works Divisional Accountants will be circulated to all concerned after the receipt of a further communication from you in the matter.

By order of the Governor of Bombay,

Sd/- 31/3/46.

Deputy Secretary to the Government of Bombay,
Public Works Department.

D.A.-Nil.

Copy of letter No. 2076-NGE/K.W.446-38, dated 17-10-45, from the Office of the Auditor General of India, to All Civil Accountants General and Comptrollers.

.....

Subject:- Method of recruitment of the cadre of Divisional Accountants.

.....

"I have the honour to convey the following orders of the Auditor General on the above subject in partial modification of the orders contained in this office letters No. 1018-NGE-446-38, dated the 7th June 1940, and No. 77-NGE/446-38, dated 20th January 1943.

2. To ensure that the man who are initially selected for training as Divisional Accountants have the necessary intellectual equipment for receiving such training, the Auditor General has decided that selected of candidates from all the three marginally* noted sources in the prescribed proportions should be made by a competitive and qualifying test which will be called the Initial Recruitment Examination for Divisional Accountants, for which the subjects and the minimum marks qualifying for a pass will be as follows:-

*1. P.W.D. Accounts Clerks.
2. Upper Divisional clerks of the Audit office.
3. Direct recruits including War Service candidates.

| Subject. | Maximum marks. | Minimum required for passing. | Percentage. |
|---|---|---|---|
| Essary or Precis and Draft. | 150 | 75 | |
| Elementary Book-Keeping. | 150 | 75 | |
| Arithmetic and mensuration (Elementary but practical). | 200 | | |
| Total. | 500 | 300 | 60% |

From among those who qualify in the examination, candidates will be selected in order of merit to fill vacancies reserved for the different groups. No candidate will be allowed to

sit .....

sit for the Initial Recruitment Examination more than twice. As this is a competitive examination, no candidates will be exempted except the S.A.S. passed clerks of the Ordinary Branch who will be selected as Divisional Accountants on the basis of their record of work to the extent thought expedient in the interests of office in preference to ordinary Upper Division clerks. The minimum educational standard required in the case of the Upper Division clerks and the direct recruits who are not "War service" candidates will be a degree. In respect of "war service" candidates the munimum educational qualification will be that prescribed by the Central Government for them. The standard required of P.W.D. Accounts clerks will be that agreed from time to time between the Accountant General and the Provincial Government, thoroughly satisfactory record of service in a P.W.D. office compensating for educational shortcomings.

3. The selected candidates will be required to undergo the prescribed training in the Audit office/and/or P.W.Divisional offices before they appear in the divisional Test. The subjects for the test and the minimum marks qualifying for a pass will be as follows:-

| Subject; | Maximum marks. | Minimum required to pass. |
|---|---|---|
| P.W.Accounts and Procedure. | 150 | 99 |
| Viva Voca on (1) above. | 150 | 99 |
| Total. | 300 | 198 |

The syllabus will continue to be that prescribed in paragraph 257 of the Auditor General's Manual of Standing Orders. The S.A.S. passed clerks (Ordinary Branch) will be required to appear in the viva voce part of the Divisional Test only. Necessary correxions to Chapter VII of the Auditor General's Manual pf Standing Orders will issue in due course."

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Copy .....

Copy of letter No. 60-NGE/KW-446-38, dated 16th January 1946, from the Auditor General of India, Simla, to all the Accountants General and Comptrollers.

Subject:- Method of recruitment to the cadre of Divisional Accountants.

.....

"In continuation of the Auditor General's letter No. 2076-K.W.-NGE/446-38, dated the 17th October 1945, on the subject indicated above. I have the honour to state that the Auditor General has issued the following instructions in connection with the Initial recruitment Examination for the Divisional Accountants:-

(a) The examination will be conducted locally by the Accountant General and Comptrollers at such intervals as may be considered necessary.

(b) The publicity to the Examination may be given by an advertisement in the Press and in the Gazettee of India and/or Provincial Gazette as may be found expedient.

(c) No initial interview by a Selection Board is necessary as the Examination is competitive.

(d) It is not intended that the candidates who have already been selected for training should now be made to appear in the recruitment examination. These candidates should after training take the divisional test Examination as prescribed in the Auditor General's letter No. 77-NGE/446-38, dated 20-1-43.

(e) A fee of Rs. 7-8-0 to be recovered from each candidate has been recommended to the Government of India. Their orders are awaited and will be communicated to you in due course. In the meanwhile a provosional fee of Rs. 7-8-0 may be charged from each candidate taking up the next examination.

(f) The syllabus of the Examination will be as follows:-

(1) Essay or Precis and Draft.- The standard should be

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the same as that for the Examination for Grade A of the Unified Scale of pay.

(2) Elementary Book-keeping. The syllabus for this paper should be the same as for commercial Book-keeping paper prescribed in Auditor General's letter No. 77-NGE/446-38, dated 20-1-48 for the Divisional Test Examination. The only change is that this paper in book keeping has been removed from the Divisional Test Examination and included in the Initial Recruitment Examination.

(3) Arithmetic and Mensuration. As these subjects are usually taught in High Schools, the standard should be same as those prescribed for the Matriculation or the School Leaving Certificate Examination in the several provinces. The book M ensuration for Indian Schools and Colleges Part I by pierpoint has been prescribed as representing the standard expected of the candidates in this examination.

(g) As the Examination is a competitive one no exemption from appearing in any subject will be granted in any case.

2. War service candidates will not be required to appear in the Initial Recruitment Examination. The orders regarding the method of their recruitment to the Divisional Accounts Service Cadre and their munimum educational qualifications are under the consideration of the Government of India and will be communicated to you later."

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RULES FOR THE 'INITIAL RECRUITMENT EXAMINATION FOR THE DIVISIONAL ACCOUNTS.

N.B.-In these rules, the expression "Accountant General" means "The Accountant General, Bombay."

(1) A competitive and qualifying 'Initial Recruitment Examination for the Divisional Accountants" will be held from time to time and the subjects and the minimum marks qualifying for a pass will be as follows:-

| Subject. | full marks. | Minimum Marks. | Percentage. |
|---|---|---|---|
| (i) Essay or Precis and draft. | 150 | 75 | |
| (ii) Elementary Book-Keeping. | 150 | 75 | |
| (iii) Arithmetic and Mensuration (Elementary and practical). | 200 | 133 | |

A candidate should also obtain 300 marks (60 p.c.) in the aggregate in order to pass the examination.

Note 1.- The following are exempted from the examination:-

(1) S.A.S.passed clerks of the Ordinary Branch.

(2) War Service candidates provided they satisfy the standards laid down by the Govt. of India

Note 1.- The details of the syllabus will be found in Annexure A.

(2) The examination will be conducted by the Accountant General at such intervals as may be considered necessary.

(3) Duly qualified candidates from the following sources will be allowed to sit for the examination:-

(i) P.W.D. Accounts clerks.

(ii) Upper Divisional clerks of the Audit Office.

(iii) Direct Recruits.

(4) The minimum Educational standard required in the case of Upper Divisional clerks of the Audit office and the direct recruits will be a degree of an Indian University. The standard required for the P.W.D. Accounts clerks will be that agreed from time to time between the A.G. and the Govt. of Bombay.

Note.- Non-graduate clerks from the P.W.D. who have put in at least 3 years satisfactory service as Accounts clerks in the Divnl. or sub-divnl. offices or who were in permanent service on the 1st May 1943, will, as a special case, be allowed to appear in the examination provided they are otherwise qualified.

(5) Candidates should not be more than 24 years or in the case of those holding permanent posts in Govt. service

29 years, on the first day of the month in which the examination is held. The age limit may, however, be relaxed by the A.G. in the case of direct recruits belonging to the Scheduled castes and Muslims provided they are no more than 27 years of age on the first of the month in which the examination is held.

(6) A candidate will apply to the A.G. enclosing a receipt for crediting a fee of Rs. 7-8-0 and the certificates and a registration from as explained below.

(1) The candidate should credit into the nearest Govt. treasury in the Province or the Reserve Bank of India, Bombay Rs. 7-8-0 to the following head:-

"XLVI-Misc. Central Miscellaneous - Fees for Divnl. Accountants Examination"

and should obtain a chalan or receipt for the same for being forwarded to the A.G., Bombay.

(2) Certificate of good character signed by the candidate's immediate official superior, by the instructor under whom he has been educated or by some other superior under whom he may have been brought up or employed or to whom he may be well known. This certificate must have special reference to the two years immediately preceding the date of the application and this should be specifically mentioned in the certificates.

(3) A duly verified statement of age e.g. a Baptismal Certificate a Birth Certificate, an Affidavit signed by the guardian or a relative of the candidate before a magistrate or an attested extract from the service book if the candidate is already in Govt. employ.

(4) Proof of domicile in the Province of Bombay.

The application should be written by the candidate in his own handwriting and the certificates in original (which will not be returned) should be submitted to the A.G. so as to reach him before the 1st of the second month proceding the month in which the examination is held. A certificate to the effect that the application is in the landwriting of the candidate should be endorsed on the application by the person .....

in the whose presence the candidate's thumb impression is taken in connection with item (9) of the Registration from referred to in Rule 7.

Note. A candidate already in Govt. service should submit his application though his immediate official superior with a certificate that he is holding a permanent pensionable post , if his age exceeds 24 years.

(7) The Regis tration Farm should set forth the particulars given in Annexure B.

(8) Applications which do not satisfy the requirements of the foregoing rules will be rejected without entering into further correspondence with the candidates. Other applications will be considered on their merits by the A.G. whose decision as to whether or not the candidate should be allowed to appear for the examination will be final.

(9) Each candidate will be informed whether or not his application has been accepted.

(10) The fees of rejected candidates will be refunded to them by postal money orders at the cost of candidates.

(11) No candidate will be allowed to sit for the examination more than twice and no exemption in any subject will be granted.

(12) As each examination is complete in itself, a candidate who has failed in an examination and presents himself for an examination on a subsequent occasons, must undergo the full examination and furnish a fresh fee with fresh certificates and registration form. If from any cause the candidate fails to appear for the examination the fee paid will not be refunded, nor will it be placed to his credit for any subsequent examination.

(13) The results of the examination will be declared by the Accountant General within three months after the examination and communicated direct to each examinee showing only the marks and the order of standing in the list of successful candidates.

(14) The passing of this examination does not give any claim be appointed as a Divnl. Accountant, but a list will be maintained successful candidates from each of the 3 sources (vide rule 3 above) in order of merit, from whom selection will be made under the departmental orders.

(15) The selected candidates out of these lists will have to undergo training in the A.G.'s office and/or Divnl. and sub-divnl. offices for a period not exceeding two years after which period they will have to appear for the Divisional Test Examination. During the period of training the P.W.D. and Audit office clerks will get the pay of their respective posts from their parent offices, and the direct recruits will draw the initial rate of pay sanctioned for Divisional Accountants.

.....

ANNEXURE A.

The syllabus for the Initial Recruitment Examination for the Divisional Accountants, is given below:-

(a) Essays or Precis and Draft

(b) Elementary Book-keeping.

The students' Complete Commercial Book-keeping Accounting and Banking by Arthur Fieldhouse has been prescribed as the Text book for the paper on this subject but it should be supplemented by a knowledge by of the following chapters in "Advanced Accounts" bt P.N.Carter, where these chapters cover the same ground as fieldhouse questions will be from Carter and not from Fieldhouse.

Book-Keeping upto Trial Balance, Trading and Profit and Loss Account and Balance Sheet .

Bills of Exchange, Promissary Notes, cheques.

Self balancing ledgers.

Reserve for Ban Debts and Discounts.

Capital and Revenue, Receipts and Payment Accounts. Income and Expenditure Account, Voyage Account. Manufacturing Account, Percentage, Trading and Profit and Loss A/cs, Worksing Accounts Cost Book Mining Company, Depreciation,

Sinking .....

Sinking Funds, Reserve, Reserve Funds, Secret Reserves, Cost Accounts.

Double Account system.

. If there is any change in the subject of these chapters in the subsequent editions of the publications, the candidates should read the corresponding chapters in the later edition.

(c) Arithmetic and Mensuration: Mensuration - The Book Mensuration for Indian Schools and Colleges Part I by Pierpoint has been prescribed as representing the standard expected of the candidate in this examination.

Arithmetic - Simple and compound rules, Vulgar and decimal fractions including simple ideas of recurring decimals, proportion, metric system, simple problems and direct exchange, interest and discount (Trade and Bankers) Stock and Shares, Profit and Loss, Square root. In short, the standard is the same as that prescribed for the Matriculation or the School leaving Examination of the several Provinces.

ANNEXURE B.

1. Name of candidate (in full) including Christian or personal names (to be written in Capitals).
2. Father's name (in full).
3. Nationality or class (i.e. European Anglo-Indian or Indian
4. Caste or tribe. (for Indian Candidates only).
5. Date of birth.
6. Examination passed, with dates.
7. Signature of candidates ....
8. Present address to which all communications will be forwarded .....
9. Thumb mark of candidate's hand to be made in the presence of a well-known responsible person who knows the candidate.

(a) Space for thumb marks.

Certificate of a responsible persons, head of office, or a Magistrate.

"I certify that I know the above mentioned candidate, that the impression in the margin at (a) is of his left thumb, and has been made in my presence .....

Signature .....

of

Address .....

Sd. B.C. Dutt.

Accountant General.

.....

No. 3130/36-E(II). Public Works Department,
Bombay Castle, 11th June 1946.

Copies forwarded to -

the Finance Department,

the Political and Services Department,

the Superintending Engineers of Circles (except the Superintending Engineer, Project Circle),

the Electrical Engineer to Government,

the Public Health Engineer to Government,

the Executive Engineers of Divisions,

the Accountant General, Bombay (with reference to his letter No. WMW/109, dated the 29th April 1946),

for information and guidance in continuation and modification of Government Endorsement No. 3130/36-E, dated the 27th March 1943.

By order of the Governor of Bombay,

Sd/- 12/6/46 O/C

Sd. W.H.E. Garrod,

for Secretary to the Government of Bombay,
Public Works Department.

Copies to -

the Chief Engineer, Post War Reconstruction,

the Superintending Engineer, Project Circle,

for information.

Copy of letter No. 1162-NGE/Kw-446-38, dated 19th June 1946, from the Auditor General of India, Simla, to all Civil Accountants General and Comptrollers.

.....

Subject:- Method of recruitments to the cadre of Divisional Accountants.

.....

"I have the honour to state that, in partial modification of the last portion of para 2 of this office letter No. 2076-NGE/Kw-446-38, dated the 17th October 1945 on the subject mentioned above, the Auditor General has prescribed the following as the minimum standards of educational qualifications for the candidates from various sources for appointment to the Divisional Accountants' Cadre.

(a) For direct recruits, other than War Service candidates.- A university degree in the Second Division, i.e. a Division better than the lowest that may be obtained from the candidates University, with the exception that a bare degree may be admitted in the case of minority community candidates (including non-Brahmins in Madras).

*(This provision in the case of Madras Brahmin candidates will mean a Second Class in all the three Parts of the B.A. Examination) .....

For A.G. Madras only.*

(b) For War Service candidates. A pass in Intermediate Examination of a recognised University or equivalent examination.

(c) For recruits from Audit Officers. The same standard as that normally prescribed for upper division clerks in the office to which the recruit belongs, war time relaxations excluded, subject to the minimum of a bare degree.

(d) For recruits from P.W.D. Offices. Such educational standard as may be agreed to from time to time between the Accountant General and the Central or Provincial Government concerned, a thoroughly satisfactory record of service in the P.W.D. Offices compensating for educational shortcomings.

2. This desposes of your letter No. EStt. P.W.7-15/40-46/188, dated the 17th May 1946. (Para 2 for A.G.Madras only).

.....

The minimum Educational standard required in the case of Upper Division clerks of the Audit office and the direct recruits, other than minority community and War service candidates, will be a degree in the second division of an Indian University. The minimum standard for minority community candidates will be a bare degree and that for War service ones, a pass in Intermediate Examination of a recognised university or equivalent examination. The standard required for the P.W.D.Accounts clerks will be that agree from time to time between the Accountant General and the Government of Bombay.

Note.- Non-graduate clerks from the P.W.D. who have put in at least 3 years satisfactory service as Accounts clerks in the Divisional or sub-divisional offices or who were in permanent service on the 1st of May 1942, will,as a special case, be allowed to appear in the examination provided they are otherwise qualified.

.....

Draft amendment to Rule 4 of the "Rules for the Initial Recruitment Examination for the Divisional Accountants."

.....

No. 3130/36-E(II). Public Works Department,
Bombay Castle, 19th July 1946.

Copies forwarded to -
the Finance Department,
the Political and Services Department,
the Chief Engineer, Post war Reconstruction,
the Superintending Engineers of Circles,
The Electrical Engineer to Government
the Public Health Engineer to Government,
the Executive Engineers of Divisions,
for information and guidance in continuation of Government Endorsement No. 3130/36-E(II), dated the 11th June 1946.

By order of the Governor of Bombay,

Sd/- 22/7/46.

for { Sd/-G.N. Pandit,
Deputy Secretary to the Government of Bombay,
Public Works Department.

Copy forwarded to the Accountant General, Bombay, for information with ref. to his letter No. WME/559, dated the 15th July 1946.

Below copies of letter No. W.M.E./921, dated the 25th September 1946, from the Accountant General, Bombay and its accompaniments.

.....

No. 3130/36-II-E(II). Public Works Department,
Bombay Castle, 16th October 1946.

Copies forwarded to -

the Finance Department,
the Political and Services Department,
the Chief Engineer, Post War Reconstruction,
the Superintending Engineers of Circles,
the Electrical Engineer to Government,
the Public Health Engineer to Government,
the Executive Engineers of Divisions (with 4 spare copies of model set of rules),

for information and guidance in continuation of Government Endorsement No. 3130/36-E(II), dated the 19th July 1946.

2. The Executive Engineers are requested to distribute the copies of model set of rules to the Sub Divisional Officers.

By order of the Governor of Bombay,

Sd/- G.N. Pandit, o/c
Deputy Secretary to the Government of Bombay, Public Works Department.

Copy forwarded to the Accountant General, Bombay for information with reference to his letter No. W.M.E./921, dated the 25th September 1946.

.....

Copy of letter No. W.M.E./921, dated the 25th September 1946, from the Accountant General, Bombay, to the Secretary to the Government of Bombay, Public Works Department, Bombay, regarding Method of Recruitment to the Cadre of Divisional Accountants.

.....

"With reference to Government P.W.D. endorsement No.

No. 3150/36-E(II) dated 19-7-1946 I have the honour to state that the Auditor General of India has now issued a model set of rules in this connection (vide copy enclosed). These model rules differ from the local rules in one important respect viz., that in rule 5 of the local rules the age limit in respect of candidates belonging to sources (i) and (ii) has been raised from 29 to 30 and the last portion of the rule ragarding the relaxation of the age limit in respect of scheduled class and Muslim candidates has been omitted.

2. After incorporating this change and some verbal changes in the rules I have had them printed for circulation. If Government has no objection printed copies of the rules (spare copies enclosed) may kindly be circulated to all offices of Superintending Engineer, Executive Engineers and Sub-Divisional Officers in supersession of the previous set of rules for the information of Superintending Engineers, Executive Engineers and Sub-Divisional Officers and the guidance of their staff.

3. It is also to be noted that following the existing practice whereby class I and II graduates employed in the P.W.D. and Audit offices were allowed to be selected for the posts of Divisional Accountants irrespective of the period of service in their respective offices there is now a new condition, vide rule 8 of the Model Rules viz. that every candidate must possess more than two years' experience in a P.W.D. office, or in the the W.A.D. of my office. This condition has not been incorporated in the local rules yet, but a reference is being made to the Auditor General. The rules now printed will therefore be made applicable for the first 'Initial Recruitment Examination' proposed to be held on the 6th - 8th January 1947 and may have to be amended for future examinations."

Issued with Lr. No. 10 & 4 spare copies ex. engrs.

.....

Letter.

No. 3130/36-II-E(II). Public Works Department,
Bombay Castle, 3rd February 1947.

To

The Accountant General, Bombay.

THROUGH the Finance Department.

Subject:- Training facilites for Audit Office clerks and Public Works Department Accounts clerks.

.....

Reference: Your letter No. Estt. 1551, dated the 21st November 1946.

2. Government approves of your proposal to exchange the audit offices clerks, who are candidates for Divisional Accountants' posts, with the Public Works Department accounts clerks for purposes of training.

By order of the Governor of Bombay,

3/2/47

Sd/- G.N. Pandit, o/c

for Deputy Secretary to the Government of Bombay, Public Works Department.

D.A.- Nil.

Copy, with a copy of the letter replies to, forwarded to

the Finance Department,

the Chief Engineer, Public Works Department,

the Superintending Engineers of Circles,

the Electrical Engineer to Government,

the Public Health Engineer to Government,

for information.

*Typed below.

.....

Copy of letter No. Estt. 1551, dated the 21st November 1946, from the Accountant General, Bombay, addressed to the Secretary to the Government of Bombay, Public Works Department, Bombay, regarding measures to improved the present training arrangements for certain categories of employees

notably .....

notably Divisional Accountants in Divisional Offices and S.A.S. men on the workside of Accounts offices.

.....

I have the honour to invite a reference to the rules of recruitment of the Divisional Accountants of the Public Works Department approved by the Government of Bombay, Public Works Department in their endorsement No. 3130/36-E dated 27-3-1943, and to state that rules 3 and 4 of these rules permit the exchange for purposes of training of the audit office clerks who are candidates for Divisional Accountants' posts with the Public Works Department Accounts clerks, for a period of not less than six months.

This scheme has worked well so far and benefitted both the audit and the Public Works offices. With a view of raise the general standard of efficiency in Public Works accounts in both the Public Works offices and the Audit office the Auditor General has directed me to address you on and request the approval of Government to the extension of this scheme so as to cover other Audit office and Public Works Department men (vide extract of his letter No. 1492-NGE/91-Admn-44 dated the 6th August 1946 emc;psed). The scheme has three important features as specified below:-

(i) Exchange of Audit office clerks with Public Works Department clerks for a period of not less than six months. This will increase the efficiency of the staff of both the offices by bringing them into closer contact and by encouraging them to study the requirements of work in the respective offices.

(ii) Exchange of clerks who have passed part I and II of the S.A.S. examination of Audit Office with the P.W.D. clerks .

According to the Auditor General's instructions clerks of the Audit office passing parts I and II of the S.A.S. examination are required to acquire practical knowledge of the working of the P.W.D. system of accounts by the exchange of these clerks with P.W.D. clerks for a period of six months.

As .....

As these clerks will have passed the S.A.S. (Part I and II) examination they will be found quite useful to the P.W.D. offices, as with their knowledge of the Establishment and Accounts Rules they are likely to be of effective help to the P.W.D. offices both by their work and their knowledge which can also be utilised in imparting necessary instructions to the raw clerks of the P.W.D. offices in regard to matters dealt with in this office.

(iii) Posting of men, who have passed both the parts or in the P.W.D. paper of Part II of the S.A.S. examination, as Divisional Accountants in charge of Divisional Accounts for three months after they have completed the 1st spell of training for six months; Since the S.A.S. examination covers a more compregensive course of studies than that of the Divisional Accountants and as these S A.S. passed clerks will have then completed training for six months in the P.W.D. system of accounts, they are expected to be able to discharge the duties of Divisional Accountants for this short period. During this period the Divisional Accountants of the Divisional offices will be brought in exchange to the Audit office and thereby acquire first hand knowledge of the work and requirements of this office.

2. In the case of training under proposals (i) and (ii) the pay and compensatory allowances of the clerks of the P.W.D. brought to the Audit Office will be debited to the P.W.D. estimates and that of the Audit Office men to this office. But in the cases covered by the third proposal above the Audit office men when posted to the Divisional Offices as Divisional Accountants will draw pay as Divisional Accountants and it will be debited to the P.W.D. estimates while the pay of the Divisional Accountants brought in exchange to this office will be charged to the Audit Department. In the case, however, of S.A.S. men who, while officiating in the higher scale of S.A.S. (175-15-400) are appointed as Divisional Accountants under

hat .....

that proposal the pay drawn by them willbe debited to the Audit Office and that of the Divisional Accountants brought to the Audit Office in exchange to the P.W.D. estimates.

3. This scheme is intneded to raised the efficiency of both the P.W.D. and Audit Offices in correct accounting and intelligent audit. Ordinarily, these arrangements should not involve any extra expenditure to Government except on travelling allowance and compensatory allowance of the P.W.D. clerks sent to this office and of the Audit Office men posted as Divisional Accountants for a period of three months. In some cases under the proposal contained in paragraph 1(iii) above however, the Government of Bombay may have to bear some additional expenditure i.e. when the pay of the Audit Office men exceeds that of the Divisional Accountants transferred to this office in their places. Similarly where the pay of the Audit Office man is less than that of the Divisional Accountant transferred to this office the Government of Bombay may incur a smaller expenditure. As the Audit Office mentto be sent as Divisional Accountants would ordinarily be below 35 years of age, their pay as Divisional Accountants should not exceed Rs. 150/- p.m. The Divisional Accountants who will be brought to this office will be those who have put in at least 2 or 3 years of service as Divisional Accountants and drawing Rs. 150 p.m. or more. In actual practice, therefore, there would not be many cases - if at all where under the scheme proposed by the Auditor General the Government of Bombay would have to bear an additional burden. Even if this contingency arose this extra expenditure will be more than compensated by the benefits to be derived by the P.W.D. offices from their men acquiring knowledge of audit procedure and requirements and the personal tough introduced under the scheme is likely to produce a permanent and wholesome effect on both the Public Works Department and this office. In the circumstances I would enquire if the Government of Bombay accept the new proposals of the Auditor General. A copy of this letter is being forwarded also to the Finance Department.

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*

Below copies of letter No. WME/1256, dated the 23rd November 1946, from the Accountant General, Bombay, and Model Rules for the Initial Recruitment Examination for Divisional Accountants.

.....

No. 3130/36-II-E(II). Public Works Department,
Bombay Castle, 3rd Feb. 1947.

Copies forwarded to -

the Chief Engineer, Public Works Department,

the Superintending Engineers of Circles,

the Electrical Engineer to Government,

the Public Health Engineer to Government,

the Executive Engineers of Divisions,

for information and guidance.

2. The Executive Engineers should please give the intending candidates facilities for obtaining the necessary experience in the Accounts branch of their offices.

By order of the Governor of Bombay,

5/2/47

Sd/- G.N.Pandit, d/c

for Deputy Secretary to the Government of Bombay, Public Works Department.

*Typed below.

Copy of letter No. WME/1256, dated the 23rd November 1946, from the Accountant General, Bombay, addressed to the Secretary to the Govt. of Bombay, P.W.D., Bombay, regarding method of recruitment to the cadre of Divisional Accountants.

With reference to correspondence resting with P.W.D. endorsement No. 3130/36-II-E(II) dated 16-10-1946 I have the honour to state that the Auditor General has decided that the new local rules already issued (copies forwarded to Govt. with this office letter No. WME/921 dated 25-9-1946) will apply to the first 'Initial Recruitment' to be held in

January .....

January 1947 only and thereafter the model rules for the Examination issued by the Auditor General (copy forwarded to Government with the above letter ) should be strictly observed.

2. The Auditor General has also stated that he is not prepared to make a general relaxation of Rule 8 of the Model Rules either in the case of the Audit Office or P.W. Accounts Clerks (vide para 3 of this office letter referred to above). He would, however, be prepared to condone short deficiencies in service in the W.A.D. or P.W.Accounts in indivudual cases recommended by the Accountant General on the merit of each case. As under the above rule, 1st and IInd class graduates employed as clerks in the P.W.D. will not be eligible to appear for the examination to be held in 1948 and subsequent ~~xxx~~ years unless they have put in at least 2 years' service as Accounts Clerk, it is requested that the Executive Engineers may kindly be asked to give the intending candidates facilities for obtaining the necessary experience in the Accounts branch of their offices.

.....

Rules for the Initial Recruitment Examination for Divisional Accountants.

.....

Recruitment to the cadre of Divisional Accountants from the three sources, namely, (1) P.W.D.Accounts Clerks, (ii) Upper Division Clerks of the Audit Office and (iii) Direct Recruits, in the prescribed proportion will be made through a competitive and qualifying test called the "Initial Recruitment Examination for Divisional Accountants" which will be conducted by the Accountant General once a year on such dates as may be convenient to him but as far as possible in the same month annually.

Publicity for the Examination will be given by an advertisement in the Press and in the Gazettee of India and/or Provincial Gazette as may be found expedient which will state the probable number of vacancies to be filled on the

results .....

results of that Examination and their communal distribution.

The subjects and the minimum marks qualifying for a pass in this examination will be as follows:-

| Subject. | Maximum marks. | Minimum required for passing. | Percentage. |
|---|---|---|---|
| Essay or Precis and Draft. | 150 | 75 | |
| Elementary Book-keeping. | 150 | 75 | |
| Arithmetic and Mensuration (Elementary but practical). | 200 | 133 | |
| | 500 | 300 | 60% |

3. The syllabus of the examination will be as follows:-

(i) Essay or Precis & Draft - The standard of difficulty willbe similar to that prescribed for the examination for admission to Grade A of the Unified Scale of Pay in the Indian Audit Department or of any examination of the same level.

(ii) Elementary Book-keeping. The paper in this subject will be of a fairly elementary character. The "Student's Complete Commercial Book-keeping, Accounting and Banking" by Arthur Fieldhouse has been prescribed as the text book for the paper on this subject but it should be supplemented by a knowledge of the following chapters in "Advanced Accounts" by R.N. Carter (Revised Edition,1937). Where these chapters cover the same ground as Fieldhouse, the questions will be set from Carter and not from Fieldhouse.

Chapter I. Book-keeping up to the Trial Balance.

Chapter II. Trading and Profit and Loss Account and Balance sheet.

Chapter III. Bills of Exchange, Promissory Notes, Cheques.

Chapter VI. Self Balancing Ledgers.

Chapter VII. Reserve for Ban Debts and Discounts.

Chapter VIII. Capital and Revenue Receipts and

Payments .....

Payments Accounts, Income and Expenditure Account, Voyage Account.

Chapter XVII. Manufacturing Accounts, Percentage Trading and Profit and Loss Accounts, Working Accounts, Cost Book, Mining Company.

Chapter XVIII. Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves.

Chapter XXII. Cost Accounts.

Chapter XXIV. Double Account System.

Note.- If there is any change in the subjects of these chapters in the subsequent editions of "Carter" candidates should read the corresponding chapters in the later edition.

(iii) Arithmetic and Mensuration. The standard for this subject will be the same as that prescribed for the Matriculation or the School Leaving Certificate Examination. The Book "Mensuration for Indian Schools and Colleges, Part I" by Pierpoint has been prescribed as representing the standard expected of the candidates in this subject.

4. As the examination is a competitive one, no exemption from appearing in any subject will be granted to any candidates except to the S.S. passed clerks of the Ordinary Branch of the Audit office who are totally exempted and will be selected ad Divisional Accountants on the basis of the record of their work to the extent thought expedient in the interest of the preference to ordinary Upper Division clerks.

5. Each candidate applying to appear at the examination will pay a fee of Rs. 7/8-. The fees of candidates whom the A.G. considers in his discretion to be unsuitable for admission (see rules 14) will be retuned by postal Money Order at their cost. If from any cause an admitted candidate fails to appear in the examination the fee paid will not be refunded nor will it be placed at his credit for any subsequent examination.

6. No candidate will be allowed to appear in the examination more than twice; but an A.G. may in his discretion permit a candidate who has failed by reason of properly certified

personal illness to appear, after acceptance not to count that against the total.

7. The minimum education qualifications of the candidates from the three sources will be as follows:-

(a) For direct recruits. A university degree in the Second Division, i.e. a division better than the lowest that may be obtained from the candidates. University, with the exception that a bare degree may be admitted in the case of monority community candidates (including non-Brahmins in Madras).

Note:- This provision in the case of Madras, Brahmin candidates will mean a Second Class in all the three parts of the B.A. Examination or a second class in both the Parts of the B.Sc. Examination.

(b) For recruits from Audit Offices. The same standard as that normally prescribed for Upper Division Clerks in the office to which the recruit belongs, subject to the minimum of a bare degree.

(c) For recruits from P.W.Offices - such educational standard as may be agreed on from time to time between the A.G. and the Central or Provincial Govt. concerned, a thoroughly satisfactory record of service in the P.W.D. Offices compensating for educational shortcomings.

8. No clerks of the P.W.D. and Audit Offices will be eligible to appear in the examination unless they have rendered more than two years service as Accounts clerks in the P.W.D. offices or as Auditors in the W.A.D. in the Audit Offices respectively.

9. The age of the candidates for the examination from sources (i) and (ii) referred to in rule 1 must not exceed 30 years on the first of the months in which the examination is held. The age of the direct recruits must not exceed 24 years on the same date.

10. The rules regarding the area of recruitment will be the same as those for the recruitment of clerical establishment prescribed in para. 213 of the Auditor General's Manual of Standing Orders.

11 .....

11. A candidate wishing to appear in the examination will apply in the form prescribed in rule 13 to the Accountant General concerned enclosing a fee of Rs. 7/8 - and the following certificate:-

(i) Certificate of good character signed by the candidate's immediate official superior in the case of candidates already in Govt. service and by the Principal of the College in which he has been educated or by some other superior under whom he may have been employed or to whom he may be well known in the case of outsiders. This certificate must have special reference to the two years immediately proceding the date of the application, and this should be specifically mentioned in the certificate.

(ii) A duly verified statement of age, e.g. A Baptismal certificate, a Birth Certificate, an Affidavit signed by the guardian or a relative of the candidate before a Magistrate (or an sttested copy of the Matriculation or School Leaving Certificate stating the date of birth, ) or an attested extract from the service book in the case of candidates already in Govt. service.

(iii). An attested copy of the University Degree or other educational certificate as the case may be,

12. The application which should be written by the candidate in his own hand writing, and the certificates etc. prescribed in Rule 11 should be submitted so as to reach the A.G.'s office not later than the 15th of the month second preceding the month in which the examination takes place.

13. The application should set forth the following particulars:-

(1) Name of the Candiate (in full) ( to be written in Capital letters.).

(2) Father's name (in full)..

(3) Community or caste to which he belongs (e.g. Hindu, Muslim, Sikh, Christian, Scheduled Caste, etc.)

(4) Date of birth.

(5) Examinations passed with dates.

(6) Signature of candidate.

(7) Present address to which all communications should be forwarded.

14. Applications which do not satisfy the requirements of the foregoing rules will be rejected without entering into further correspondence with the candidates. Other applications will be considered on their merits by the A.G. whose decision as to whether or not the candidate should be allowed to appear for the examination will be final. Each candidate will be informed whether his application has been accepted or not.

15. The examinations will be held in the office of the A.G. under the supervision of Gazetted officers on such dates and at such hours as may be fixed by the A.G. and communicated to each candidate.

16. The results of the examination will be declared by the A.G. about a month after the completion of the examination and will be communicated direct to each examine. No appeals against the published results will be entertained. One list of successful candidates will be prepared in order of merit. From this list the number of candidates from each of the three sources referred to in Rule 1 above as then finally determined as attaching to that Examination, will be taken in order of merit, but if the candidates so included in this number do not yield the correct communal distribution this will be yield the correct communal distribution this will be remedied by taking enough of the next candidates of the required community from the relevent source in order of merit to make good the definiency of their community and discording a like number of candidates of the community represented in excess from the foot of the original list to make room form them.

17. The candidates as thus finally selected will be required to undergo the prescribed training in the Audit

Office .....

Office and/or Public Works Divisional office before they are allowed to appear in the Divisional Test Examination in accordance with departmental regulations.

No candidate, from whatever source selected, will be appointed to the cadre of Divisional Accountants unless he has passed the prescribed Divisional Test Examination or, in the case of S.A.S. passed clerks of the Audit Offices, the Viva Voce Part of it.

18. The results of each examination are independent. The place an unsuccesscul candidate may have taken in one year, even if he be excluded on communal grounds, gives him no claim to a subsequent vacancy.

19. These rules may at any time be amended or revised by the Auditor General with such notice as he thinks fit.

Note - Application for these rules should be made to the A.G. concerned.

.....

D.O.No. 3130/36-II-E(II). P.W.D. Sectt., Bombay, 10th March 1947.

Dear

Your d.o. letter No. Estt./2281 of the 1st inst. re; training facilities for Audit office and P.W.D. clerks.

2. Revised detailed orders approving of the proposals made in your letter No, Estt. 1551 dt. the 21-11-46, are being issued in consultation with the F.D. in lieu of those previously issued in G.L. No. 3130/36-II-E(II), dt. the 3-2-47.

Yours

Id/ 8/3/47

B.C.Dutt, Esqr., M.A., I.A. & A.S.,
A.G., Bombay.

Id/- 10/7/47

Letter.

No. 3130/36-II-E(II). P.W.D. B.C., 24th March 1947.

To

The A.G., Bombay.
Thro' the F.D.

Subject:- Training facilities for Audit office and P.W.D. clerks.

.....

In supersession of the orders issued in G.L. No. 3130/36-E-II dt. the 3-2-47, Govt. is pleased to approved of the proposals made in your letter No. Estt. 1551, dt. 21-11-46, and set out below:-

(a) Exchange of Audit office clerks with P.W.D. clerks for a period of 6 months for training purposes.

( b) .....

(b) Exchange of Audit office clerks (who have passed parts I and II of the S.A.S. examination, with P.W.D. clerks for a period of 6 months for training purposes.

(c) Posting of Audit office clerks (who have passed parts I and II or in the P.W.D. papers of part II of the S.A.S examination) as Dnl. Accountants in P.W.D. offices for 3 months (after they have completed the 6 months' training under "(a)" or "(b)" above) in exchange for the Dnl. Accountants in P.W.D. offices to be brought to the Audit office.

(d) In the case of "(a)" and "(b)" above, the pay and allowances of P.W.D. clerks brought to the Audit office to be debited to the P.W.D. and those of the Audit office clerks brought to the P.W.D. offices to be debited to the Audit office.

(e) In the case of "(c)" above, the pay and allowances of Audit office clerks posted as Dnl. Accountants to bedebited to the P.W.D. and those of the Dnl. Accountants brought in exchange to the Audit office to be debited to the Audit office.

(f) In the case of S.A.S . men, however, officiating in the higher S.A.S. scale of Rs. 175-15-400 and posted as Dnl. Accountants under "(c)" above, their pay and allowances to be debited to the Audit office and those of Dnl. Accountants brought in exchange to the Audit office to be debited to the P.W.D.

By order etc.,

D.A.-Nil.

Copy forwarded to -

the F.D.,
the C.E., P.W.D.,
the S.Es. of Circles.
the El. Engr. to Govt.
the P.H.E. to Govt.

(Issue advance copy to A.G. direct on return of papers from F.D.

Idl 8/3-47

Idl 6/3/47

Idl- 10/3/47)

Letter.

No. 3130/36-II-E(II). P.W.D., B.C., 26th April 1947

To

The S.E., S.C.

Subject:- Training facilities for Audit office and P.W.D. clerks.

.....

Referenee:- Your letter No. G.48, dated the 19-4-47, (copy endorsed to the A.G., Bombay).

2. The exchange of Audit office clerks with P.W.D. clerks for training purposes is a voluntary arrangement. Only those P.W.D. clerks who are willing to go to the Audit office for training and can be spared should be deputed to that office. When normal conditions return and the exchange can be arranged without the difficulties experienced at present, full advantage of the arrangement should be taken, as it is in the interest of this Deptt. that P.W.D. clerks should be trained in the Audit office. In the meantime, the Audit office clerks may be deputed to the P.W.D. offices for training purposes. without any exchange, if there are no P.W.D. clerks who can be deputed to the Audit office.

By order of the Governor of Bombay.

Copy forwarded, with red. to G.E.No. 3130/36-II-E(II) dated the 24-3-47, to -

the F.D.,
the C.E., P.W.D.
the other S.Es. of Circles
the El. Engr. to Govt.,
the P.H.E. to Govt.
the A.G., Bombay.

Id/ 24/4/47

Id/- 25/4/47)

Id/ 25/4/47

No. 3130/36-II-E(II). P.W.D., B.C., 26th April 1947.

To

The A.G., Bombay,

Through the F.D.

Subject:- Training facilities for Audit office and P.W.D. clerks.

Reference:- Your letter No. Estt./2471, dated the 19-3-47.

2. In modification of the orders issued in G.L., No. 3130/36-II-E(II), dated the 24-3-47, Govt. is pleased to approve of the revised proposals made in your letter under reference relating to the training in P.W. accounts training period (reduced from 9 to 6 months) of the S.A.S. passed clerks, who are already officiating in the S.A.S. viz.

(a) One month's training in a Sub-division and three months' training in a Divisional office.

(b) Two months' posting as a Divisional Accountant in actual charge of accounts of the Division in exchange for a Divisional Accountant to be transferred from a Divisional office to the Audit office.

(c) The pay and allowances of the S.A.S. passed clerk for the whole period of 6 months' training to be debited to the Audit office, and those of the Divisional Accountant transferred to the Audit office in exchange for the period of 2 months to be debited to the P.W.D.

By order of the G. of I.

Copy forwarded, with reference to G.E. No. 3130/36-II-E(II), dated the 24-3-47, to -

the F.D.

the C.E., P.W.D.

the S.Es. of Circles,

the El. Engr. to Govt.,

the P.H.E. to Govt.

Id/- 24/4/47

Id/- 25/4/47

Id/- 25/4/47

Letter.

No. 3130/36-II-E(II). Public Works Department,
Bombay Castle, 21st October 1947.

To

The Accountant General, Bombay (through the Finance Department).

Subject:- Fixation of pay of unpassed clerks appointed to officiate as Divisional Accountants.

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Reference: Your letter No. WME/981, dated the 21st August 1947.

2, Government is pleased to direct that unpassed clerks when appointed to officiate as Divisional Accountants, should be allowed a special pay equal to 20% of their pay as clerks subject to a maximum of Rs. 25/- per mensem in addition to their pay in the clerical grade.

3. The necessary correction slip incorporating these orders in Appendix XLIV to the Bombay Civil Services Rules, Volume II, will be issued by Government in the Finance Department in due course.

By order of the Governor of Bombay,

21/10/47

Sd/—N.P. Gurjar, O/C

for Deputy Secretary to the Government of Bombay,
Public Works Department.

.....

Copy forwarded to -

the Finance Department with a request to issue the necessary correction slip in due course,

the Superintending Engineers of Circles,

the Public Health Engineer to Government,

the Electrical Engineer to Government,

all Executive Engineers of Divisions.

Letter.

No. 3130/36-II-E(II). Public Works Department,
Bombay Castle, 6th July 1948.

To

The Accountant General, Bombay,
(through the Finance Department).

Subject:- Fixation of pay of unpassed clerks appointed to officiate as Divisional Accountants.

.....

Reference: Your letter No. WME/1012, dated the 16th June 1948.

2. Government is pleased to direct that unpassed clerks, when appointed to officiate as Divisional Accountants, should be allowed a special pay equal to 20% of their pay as clerks subject of a maximum of Rs. 25/- per mensem in addition to their pay in the clerical grade, or the pay admissible in the scale applicable to Divisional Accountants under the normal operation of the rules, whichever is less.

By order of the Governor of Bombay,

8/7/48

Sd/- N. P. Gurjar, U/C

for Secretary to the Government of Bombay,
Public Works Department.

D.A:- Nil.

Copy forwarded to -

the Finance Department, with a request to issue the necessary correction slip to the Bombay Civil Services Rules Manual, Volume II, in due course,
the Superintending Engineers of Circles,
the Public Health Engineer to Government,
the Electrical Engineer to Government,
the Executive Engineers of Divisions.